

REQUEST FOR QUOTE

**Defense Acquisition University (DAU)
Knowledge Management System (KMS) Support
ITSS Order ID: R3117006FL**

Task Type: Time and Materials

This is a Request for Quote (RFQ) using GSA Alliant GWAC vehicle under FAR Part 16.505 (Ordering). All submissions in response to this RFQ are considered quotes and not proposals or offers, even if labeled as such. The Quoters agree to and are bound by all instructions, procedures and rules of this RFQ.

The Government has a need to obtain support in consulting, program management, administrative and information technology data storage and web development for operating, maintaining, and improving their Knowledge Sharing web capabilities. The Government anticipates issuing a Time and Materials type task order under a GSA Alliant GWAC contract to satisfy this need. The requirement is described in the attached Performance Work Statement (PWS).

The Government will evaluate the submitted quotes against the criteria set forth below and then determine which quote represents the best value that meets the requirement, considering price and other factors (tradeoffs). The Government reserves the exclusive right to make this determination of the best value and may award the task order to other than the lowest priced quote, if it is determined that the additional costs are justified in return for the superiority of the higher priced technical quote. The Government intends to make an award on the basis of initial quotes; therefore, Quoters are cautioned to submit their best technical and price quote up front.

Reminder:

Since contractor submissions are simply quotes under the GSA Alliant GWAC under FAR Part 16.505, the Government is not obligated to determine a competitive range, conduct discussions with all quoters, solicit final revised quotes, or use other techniques associated with FAR Part 15.

Questions: All questions regarding this requirement shall be submitted in writing via email not later than **4:00PM Eastern Time on Friday, July 29, 2011** to the following GSA points of contact at the following email addresses:

Michael.Baumann@gsa.gov

Angela.Anderjack@gsa.gov

Quote Due Date/Time: Quotes are due on or before **Wednesday, August 17, 2011 at 4:00PM Eastern Time**. All quotes must be submitted via GSA's IT-Solutions Shop (ITSS) at <http://it-solutions.gsa.gov> by the established date and time.

The Government will begin immediate review and evaluation of the quotes following the RFQ closing date and time. Submission of quotes or requests for information about this RFQ received after the closing date and time are late and will not be considered.

Quoters are reminded to submit the information requested by the RFQ in the way it is instructed. Inclusion of assumptions, caveats, or exceptions to the requirement of any kind may result in the quote no longer being considered.

Evaluation Criteria and Quote Submittal Instructions

IMPORTANT NOTE: This is a different requirement than Task Order Request No NP9700101019 issued by GSA FAS National Capital Region. The scope of the work and estimated value have changed. Therefore, please read all documents carefully and rely only on the information provided via this RFQ package.

The written submission shall be broken into two volumes: Volume 1 – Technical Quote and Volume 2 – Price Quote.

Factors: Quotes will be evaluated on the basis of the following:

- A. Technical Factors: --- Presented in Volume 1. The Technical Factors are listed in descending order of importance, except that factors #1 and #2 are of equal importance.
 - 1. Technical Approach
 - 2. Technical Experience
 - 3. Staffing
 - 4. Past Performance
- B. Price: --- Presented in Volume 2. Quoters shall adhere to the price submission guidelines of this RFQ when preparing their submission.

The Technical Factors when combined are considered more important than price. However, price is always evaluated and price rises in importance when technical merit among the quotes becomes more equal.

Volume I – Technical Quote

The technical quote is limited in its entirety to twenty-five (25) one-sided, letter size (8.5" x 11") pages which should have 1" margins. Anything over twenty-five (25) pages will be ignored. Number the pages consecutively and use an 11 point (or larger) font size in an easily readable font, such as Times New Roman. Note: The table of contents, title page, and staffing matrix does not count within the 25 page limitation.

Technical Approach

The quoter shall provide:

1. A description of its knowledge of the technology, tools, processes, and products used within KMS.
2. A description of how the quoter's technical approach will be used to accomplish the requirements as described in the PWS.
3. A description of at least one idea the quoter has for improving the DAU KMS during the life of the task order.
4. A description of how the quoter will provide a seamless, risk-mitigated transition that will minimize the impact to DAU's operations.
5. A description of the risks the quoter foresees arising out of the performance of this task, and a description of how they will mitigate those risks.

The Government will evaluate the information presented for the purpose of determining the quoter's understanding of the requirements of the PWS and the technical feasibility of the quoted approach.

This technical approach **shall not be** a reiteration of the requirements from the PWS, but shall be evidence of the quoter's understanding of the tasks required to meet the requirements of the PWS with minimal risk and maximum efficiency.

Technical Experience

The technical quote shall demonstrate the quoter's ability to staff the task order with a team that is experienced in:

1. Tomoye Ecco
2. Microsoft Office SharePoint Server (MOSS)

The Government will evaluate the information presented for the purpose of assessing the quoter's ability to support the work with minimal risk and maximum efficiency.

Staffing

The Government estimates that approximately fifteen and a half (15.5) FTE will be required to support the operations and maintenance of this requirement. Additional resources may be required to support tasks other than O&M. This estimate is provided as guidance only, and it is not intended to represent the only possible solution. Quoters are expected to carefully review the entire RFQ package and submit a quote that presents their own best value solution to meeting the requirements.

- a. Staffing Plan: The quoter shall complete a separate staffing matrix for each performance period (base and each option) that shows the overall labor mix to be used to support the work defined in the PWS. Quoters shall submit each matrix in Microsoft Excel using a format similar to that provided in the attached "Sample Staffing Matrix." In each matrix list the Alliant labor categories, hours per

category, and total number of hours quoted for each task area. The Quoter shall provide a total for each task area, each performance period, as well as a grand total.

- b. Staffing Optimization: The quoter shall provide its rationale explaining why its presented skill mix and level of effort is the optimal solution to meet the requirements of the PWS.

The Government will evaluate the degree to which the information presented demonstrates an understanding of the requirements of the PWS and the ability to perform with minimum risk and maximum efficiency.

Past Performance

The quoter shall provide two (2) examples in narrative format demonstrating past performance that is similar in size and scope to the PWS requirements. Anything over two examples will be ignored.

Similarity in size and scope is defined as:

Size – Equal to or greater than 10 FTE provided concurrently throughout a 12-month period.

Scope – Provided Operations and Maintenance support for a Knowledge Management System.

The past performance shall have been performed within the past three (3) years and may have been performed (as a prime or sub) under a federal, state, or private commercial contract or task order. At least one of the examples provided shall have been in support of a Federal client. At least one of the examples provided shall have been performed by the prime.

To allow the Government to verify the information submitted, the following should be included:

- a. Name of Organization
- b. Contract Number
- c. Period of Performance
- d. Place of Performance
- e. Number of FTE
- f. Dollar Value
- g. Contracting and Technical Points of Contact with correct phone numbers, titles, and e-mail addresses to allow the Government to verify information submitted.

The Government will evaluate the technical similarity, quality, timeliness, and customer's satisfaction of the quoter's past performance. In evaluating the past performance, the Government reserves the right to use data obtained from other sources as well as that provided in the quote. This includes information contained in the Past Performance Information Retrieval System (PPIRS).

<p>Note: Quoters are cautioned that it is exclusively the quoter's responsibility to ensure that information provided is accurate and complete for all points of contact listed. Further, quoters are responsible for</p>
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ensuring references will willingly participate in the Government's attempts to verify information provided in the quote. The Government is not responsible for the inability to contact a quoter's references due to inaccurate contact information or uncooperative references. An inability to verify past performance information due to inaccurate contact information and/or uncooperative references may result in a quote receiving a lower technical rating and/or may result in the quote being removed from further consideration.

Volume II – Price Quote

The Government anticipates the use of a Time and Materials type task order consisting of one (1) twelve-month base period and four (4) consecutive twelve-month option periods.

The quoter shall submit a price quote in a Microsoft Excel spreadsheet (similar to Attachment A - Pricing Sheet).

There is no page limit on the Price Submission. However, technical information shall not be included in the Price Submission and any such technical information will be ignored.

The quoted price shall be derived from the labor category skill-level rates on the quoter's currently approved GSA Alliant GWAC contract.

Do not use blended rates. If the rates change during the periods of performance provide a breakout by the months of the particular rate.

Discounts from the established GSA Alliant GWAC benchmark labor rates are sought and if given, shall be clearly indicated on the Price Quote.

The price quote shall include a total price for the base period and each option period plus a **summary total task ceiling price** for the entire task order. The quoter shall include a price for all necessary support to fulfill the requirements. Additionally, the quoter shall price the Alliant Contract Access Fee (CAF) (3/4 of a percent) for each period as a separate line item per the pricing template provided. The CAF shall be billed on a monthly basis at the established rate of ¾ of a percent applied against total monthly billings.

1. Labor: Identify the specific skill mix of labor categories intended for use in each period of performance (list each specific labor category, number of hours, Alliant rate, applicable discounts, discount labor rate, and total price) broken down by PWS task area. Show the total number of hours per PWS task area and an overall total number of hours for the entire task order.

2. Travel: In the price quote, include as a separate line item, a cost reimbursable Travel line item of **\$20,000.00** for each period, base and all options, as shown in the pricing template, inclusive of G&A or any similar indirect rate. Profit or fee shall not be applied. The Government will not pay an applied indirect rate unless:

(1) The rate was part of the pricing quote and

(2) The rate is confirmed by DCAA after award as being accurate and properly applied.

The quoter will be fully responsible for providing DCAA contact information needed for the Government to verify any quoted indirect rates.

3. Non-Travel ODCs: In the price quote, include a cost reimbursable Non-Travel ODC line item of **\$25,000.00**, for each period, base and all options, as shown in the pricing template, inclusive of G&A or any similar indirect rate, as a separate line item. Profit or fee shall not be applied. The Government will not pay an applied indirect rate unless:

(1) The rate was part of the pricing quote and

(2) The rate is confirmed by DCAA after award as being accurate and properly applied.

The quoter will be fully responsible for providing DCAA contact information needed for the Government to verify any quoted indirect rates.

4. Special Studies, White Papers & Research (Optional): In the price quote, include a line item of **\$50,000.00**, for each period, base and all options, as shown in the pricing template. If this task is exercised, the procedures outlined in PWS Section 6.10 will be followed.

Caution Note: Any Quote failing to identify the specific labor categories, labor rates, and number of hours per each labor category will not be considered.